

CITY OF SAN MARINO

PUBLIC SAFETY COMMISSION AGENDA

Al Boegh, Chairman
Hunter Chang, Vice Chairman
Eugene Ramirez, Commission Member
Peter Loeffler, Commission Member
Gene Chuang, Commission Member
Jeff Boozell, Alternate



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City Hall, Council Chambers
2200 Huntington Drive
San Marino, CA 91108

MONDAY, MAY 21, 2018
7:00 P.M.
CITY HALL
COUNCIL CHAMBERS
2200 HUNTINGTON DRIVE, SAN MARINO, CALIFORNIA

The City of San Marino appreciates your attendance. Citizens' interest provides the Public Safety Commission (PSC) with valuable information regarding issues of the community.

Regular Meetings are held on the 3rd Monday of every month.

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the Administration Department at (626) 300-0700 at least 48 hours prior to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Chair Al Boegh, Vice Chair Chang, Commissioners Ramirez, Loeffler, Chuang and Alternate Jeff Boozell

POSTING OF AGENDA: The agenda is posted 72 hours prior to each meeting at the following locations: City Hall, 2200 Huntington Drive. As a public service, the agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>.

PUBLIC WRITINGS DISTRIBUTED: All public writings distributed by the City of San Marino to at least a majority of the PSC regarding any item on this agenda will be made available at the Public Counter at City Hall, Council Chambers located at 2200 Huntington Drive, San Marino, California.

WRITTEN COMMUNICATIONS: This is an opportunity to announce any written communications pertaining to the City received by members of the PSC.

PUBLIC COMMENTS: Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the Public Safety Commission on any item of interest to the public, before or during the PSC's consideration of the item, that is within the subject matter jurisdiction of the PSC.

- **PUBLIC WORKS UPDATE**

COMMISSIONER REPORTS: This is an opportunity for members of the PSC to inform the public of any meetings or conferences they may have attended.

POLICE DEPARTMENT REPORT: This is an opportunity for the Chief of Police to inform the PSC and the public of any upcoming policing matters of interest to the Community.

FIRE DEPARTMENT REPORT: This is an opportunity for the Fire Chief to inform the PSC and the public of any upcoming fire department matters of interest to the Community.

- **FIRE DEPARTMENT UPDATE**

PARKS AND PUBLIC WORKS DEPARTMENT REPORT: This is an opportunity for the Parks and Public Works Director/City Engineer to inform the PSC and the public of any upcoming public works projects of interest to the Community.

NEW BUSINESS

1. **APPROVAL OF MINUTES**

Recommendation: **APPROVAL OF MINUTES FROM APRIL 16, 2018**

2. **PUBLIC SAFETY COMMISSION MISSION STATEMENT**

3. **INTRODUCTION OF COMMISSIONERS**

4. **COMMISSION EDUCATION ON POLICE DEPARTMENT**

5. **VOLUNTEERISM, NEIGHBORHOOD WATCH AND INFORMATION ON SAFETY ISSUES**

CONTINUED BUSINESS

6. **NONE**

PUBLIC SAFETY COMMISSION CALENDAR: Scheduling dates for future PSC meetings.

ADJOURNMENT: The Public Safety Commission will adjourn to the next regular meeting to be held on JUNE 18, 2018 at 7:00 PM in Council Chambers, City Hall, 2200 Huntington Drive, San Marino, California.

FUTURE PUBLIC SAFETY COMMISSION MONTHLY MEETING DATES:

- MONDAY, JUNE 18, 2018
- MONDAY, JULY 16, 2018
- MONDAY, AUGUST 20, 2018
- MONDAY, SEPTEMBER 17, 2018
- MONDAY, OCTOBER 15, 2018
- MONDAY, NOVEMBER 19, 2018
- **MONDAY, DECEMBER 17, 2018 -DARK**

Dated: May 7, 2018 Lara Klahejian

Posted: May 17, 2018 Lara Klahejian

**CITY OF SAN MARINO
PUBLIC SAFETY COMMISSION
PUBLIC MEETING MINUTES**

April 16, 2018

7:00 p.m.

City Hall

2200 Huntington Drive

San Marino, CA 91108

CALL TO ORDER: Chief Incontro called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Led by Chief Incontro

ROLL CALL:

Commissioners Present: Chair Boegh, Vice Chair Chang, Commissioners Ramirez, Loeffler, Chuang and Alternate Boozell

Commissioners Absent: NONE

City Officials Present: Police Chief, John N. Incontro, Park & Public Works Director /City Engineer, Michael Throne and Fire Chief Mario Rueda

PUBLIC COMMENTS:

The following person(s) spoke:

Sharon Arthofer – Spoke in regards to the increase of crime and partnering together to overcome this overall community issue.

Mariam Nakamura Quan – Spoke in regards to having a centralized location to hold Neighborhood Watch meetings for the Community.

Ghassan Roumani – Spoke about the Community group “Citizens for Safe San Marino” which works in conjunction with the Police Department and media to keep the Community informed.

Raymond Quan – Wanted to know about the function of the Traffic Commission? Will the Public Safety Commission have a “Mission Statement”? Can you introduce yourselves in the future on the City website?

John Finley – Spoke in regards to having the Security companies patrol our streets. Create a system through having the Police Chief speak to these companies providing a marked car.

Charlie Duval – Spoke in regards to being more proactive with the overall security of the Community.

Rosemary Simmons – Requested for more police presence and volunteers on patrol.

Chair Boegh complimented all of the comments and encouraged everyone to participate in our monthly meetings.

NEW BUSINESS

1. **APPROVAL OF MINUTES: NONE** – Due to conducting a joint meeting with City Council on April 11, 2018, minutes will be approved and filed at the May 9, 2018 City Council meeting.
2. **ELECTION OF CHAIR AND VICE CHAIR:** Commissioner Chuang nominated Commissioner Boegh as Chair which was seconded by all Commission members. Commissioner Loeffler nominated Commissioner Chang as Vice Chair which was seconded by Alternate Boozell. The nominations of Chair Boegh and Vice Chair Chang passed unanimously.
3. **CONTINUED BUSINESS:**

NONE

WRITTEN COMMUNICATIONS

NONE

COMMISSIONER REPORTS

NONE

POLICE DEPARTMENT REPORT

Chief Incontro stated in the past three weeks there were no residential burglaries in the City.

Part 1 crimes have decreased since last year.

Three new Neighborhood Watch groups have been formed and a fourth meeting with an existing group has been scheduled.

Calls for service have increased including Officer initiated calls.

Detectives are working diligently with outside agencies regarding the four burglaries that occurred over the weekend where a suspect was identified.

We have had an increase with injury traffic collisions and hit and run traffic collisions this year.

Both moving and parking citations have increased.

Our traffic problems increased with those driving under the influence and speeding. Normally our # 1 problem location was Huntington / San Marino. However, now it has been all over the map.

Community Policing Academy “Draft” document will be introduced to the Commission at the next Public Safety Commission meeting.

National Night out event scheduled for Tuesday, August 7, 2018. “Save the Date” notifications have been sent out.

Nixle program is a text base program that keeps the Community informed of activities happening around the City.

Announced the “Take Back our Community” program where we are a part of the San Gabriel coalition.

Chief Incontro also spoke about his participation with the Los Angeles County Police Chief’s Association conference. Mentioned that there is an item related to Keeping California Safe on the agenda.

Alarm Permit letters were mailed out to our residents and businesses. Ring Company is working on linking their products with Law Enforcement.

Chief Incontro also stated that Commission members have been invited to come visit our Department to take a closer look at how we operate and even participate in a ride along. Members of the Community may also go on a ride along by contacting the Department.

FIRE DEPARTMENT REPORT

Chief Rueda spoke of the Fire Department’s services.

Three Key Services provided to our Community:

- 1) Exceptional service in both fire and emergency medical services to the City of San Marino.
- 2) Fire prevention and Public Education
- 3) Preparedness in an event of a disaster (Emergency Management).

We are part of the Verdugo dispatch system where resources are shared across the borders.

Spoke of completing the deployment study which was presented to City Council on March 2nd 2018.

Submitted City's Emergency Operations Plan to the State of California which was approved. We also submitted the local Hazard Mitigation Plan to FEMA which was returned back for additional review.

Spoke of the upgrade of the EOC. Believed emergency management is an important role to accomplish. Blue skies is a challenge encompassing the natural disasters associated with the ones identified by FEMA.

Completed two CERT classes this year.

Purchased a large Fire Engine which is due for completion in October.

The San Marino Fire Department shares a command agreement with South Pasadena.

Provided the Commission with the monthly performance report for the San Marino Fire Department.

PUBLIC WORKS DEPARTMENT REPORT

Michael Throne spoke of the public infrastructure where there is a lot of challenges.

Shared the map of the City with road classifications including pavement designs coded with different colors as per the Cal State roadway system requirements. The streets with no color are ones the Community needs to come up with money for when there is a need to repair.

Discontinuation of the 710 freeway project by Cal Trans and Metro will impact the traffic traveling North/South on Huntington.

All of our streets have sewers which are owned and maintained by the City. Sewer lines coming from homes are the responsibility of the property owner's to maintain. The collection system is regulated by the State Water Quality Control Board.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings this month.

PUBLIC COMMENTS

Resident in attendance requested that Chief Incontro provide a similar performance report as the Fire Department.

ADJOURNMENT

Chair Boegh adjourned the meeting at 8:15 p.m. to the next regular meeting to be held at City Hall Council Chambers on Monday, May 21, 2018 at 7:00 p.m.

Respectfully submitted,

JOHN N. INCONTRO

City of San Marino

AGENDA REPORT



TO: CHAIRMAN BOEGH AND THE MEMBERS OF THE
PUBLIC SAFETY COMMITTEE

FROM: JOHN N. INCONTRO, CHIEF OF POLICE

BY: JOHN N. INCONTRO, CHIEF OF POLICE

Al Boegh, Chair
Hunter Chang, Vice-Chair
Eugene Ramirez, Commission Member
Peter Loeffler, Commission Member
Gene Chuang, Commission Member
Jeff Boozell, Alternate

DATE: MAY 21, 2018

SUBJECT: COMMISSION EDUCATION ON POLICE DEPARTMENT

The San Marino Police Department has an authorized personnel strength of 28 sworn and 13 civilian employees. However, we currently have one officer, one part-time dispatcher and two cadet vacancies.

The Department is separated into three divisions; Operations, Support Services and Administrative. The Operations Division handles all calls for service from the public and traffic concerns. The Support Services Division conducts follow up investigations, professional standards and ensures department members receive mandated training. The Administrative Division is responsible for records and dispatch.

OPERATIONS DIVISION

The Operations Division is commanded by a Commander and is responsible for the management and leadership of the Department's patrol and traffic operations. Patrol Operations are composed of 4 Patrol teams that include a sergeant, corporal and 2 officers. Our traffic operations (motor officers) have been suspended since 2016 due to vacancies in our patrol ranks. Therefore, traffic collision investigations and enforcement are currently the responsibility of patrol personnel.

The Patrol teams work a 3/12 shift, Monday-Wednesday and Thursday-Saturday. Due to this schedule officers are also assigned to work a shift on Sunday to complete their required hours of work and provide 7 days of coverage. The shifts start at 7am and 7pm each day.

The Operations Commanding Officer is also responsible for Special Event Planning, SMUSD Safety Committee Liaison, Special Enforcement Team (SET) /Foothill Air Support Team (FAST) liaison, Field Training Officer (FTO) program coordinator and Homeless coordinator.

SUPPORT SERVICES DIVISION

The Support Services Division is led by a Commander, whose primary responsibility is to provide general management direction and control for the Support Services Division. The Support Services Division consists of the Investigations Section and Crime Analysis Unit. The Support Services Division consists of a Detective Sergeant and three Detectives who handle criminal investigations and numerous specialized collateral functions.

The Support Services Commanding Officer is responsible for Professional Standards, Recruitment and Hiring, Personnel and Training, Range operations, Building and fleet maintenance along with Policy Review.

ADMINISTRATIVE DIVISION

The Administrative Division is led by a civilian manager who has responsibility for the Department's dispatch, 911 and records management systems. Records management includes verifying all incident and criminal reports generated by officers. The manager reviews and categorizes these reports and forwards mandated information to Federal, State and County agencies. This information includes use of force data, reports of misconduct and other legally mandated information. The Division also reviews all traffic and parking citations and responds to all public records requests. This Division is comprised of four dispatchers and one full time records clerk.

The Department is authorized six part-time cadets who work in all three divisions and are responsible for parking control and enforcement, Livescan, house checks, assisting detectives and the patrol watch commander with duties as needed. In the near future, the cadets will be tasked with completing preliminary reports of minor criminal cases with no known or observed suspects as well as other reports that do not require further investigation.

Many members of our department are tasked with collateral duties in addition to their regular patrol or detective functions. For example, our Neighborhood Watch program and community engagement events are coordinated by personnel who also work as patrol officers or detectives.

The Neighborhood Watch program is divided into four sectors throughout the city and one officer is assigned to each sector. A sergeant oversees this program while working with the Operations Commanding Officer.

Other collateral assignments include the following cadres: Field Training Officer Program (FTO), Advanced Officer Training, Self-defense tactics, Range Operations, firearms Armorer functions and South Pasadena Special Enforcement Team (SET). Currently the Department has two officers assigned to the Special Enforcement Team. These officers are specially trained in tactics and specialized operations. Any Special Weapons and Tactics incidents such as a barricade or hostage incident will be the responsibility of the Los Angeles Sheriffs' Department, Special Enforcement Bureau. All Homicide and Officer Involved Shooting incidents will be handled by LASD Homicide Bureau.

The Department has contracts with Pasadena Police Department for helicopter patrol support through their Foothill Air Support (FAST) program. Additionally, when available, Pasadena Police provides crime scene investigation functions to the Department when available. However, this has become more problematic due to their current criminalist vacancies.

San Marino Unified School District

In addition to the safety and security of the residents of the city, the Department is dedicated to ensuring the safety of the children who attend the San Marino schools. The Department provides personnel for the School District's Threat Assessment Team (TAT) and the Safety Committee. Officers also provide patrol to each school during and after school hours. Over the past two years our personnel have provided training to each school concerning Active Shooter incidents and bicycle safety at both elementary schools. The Department and the School District have an excellent working relationship and are dedicated to ensuring the safety and security of all the children attending the San Marino Unified School District.

To continue down this path, the District has recently discussed numerous safety concerns and a possible implementation of School Resource Officers at each of the District's four schools. This is only in the discussion stage.

Neighborhood Watch and Community Involvement

Increasing communication and involvement with the community can have a tremendously positive impact on the Department's ability to increase public safety and provide the community with a feeling of safety. Therefore, we have initiated a goal of expanding the number of groups and Block Captains. The Department wishes to increase the number of groups by 25, raising the total number to approximately 50 throughout the city. In addition to the Neighborhood watch program, the Department is working to establish a Business Watch program in the Mission District. This will be accomplished through a greater involvement with the San Marino Chamber of Commerce. In addition, we will raise the number of Community Safety meetings this year to four and "Coffee with a Cop" to six this year. We have had success with the San Marino Chinese Club and anticipate holding two or more meetings with the Chinese Community.

The Department's primary method of communicating with the residents and business community is through Nixle. Nixle is a text based system that allows us to provide emergency or advisory alerts to the public. We currently have over 1300 subscribers to this system. The Department also utilizes an email system called CLEARs (Communicating Law Enforcement Alerts to the Residents of San Marino) that sends similar alerts via email.

The City is in the process of updating the website and the Police Department will be updating its web pages. It is anticipated the content will be improved, providing the public with better sources of information and links to areas of interest to the community. Additionally, the Department has a Twitter and Facebook account. Sergeants have the ability to post to those social media platforms as an additional platform to share timely information to the residents. The Chief of Police has a Twitter and Facebook account that will mirror or provide information to the public directly from the Chief.

The Department is continually working with the community, our schools and organizations to better serve and protect. Our goal is to reduce the incidence of crime and the fear of crime in the City of San Marino. This will be accomplished through Department personnel listening to our community and implementing both improvements to what we do now and change as it becomes necessary.

City of San Marino
AGENDA REPORT



TO: CHAIRMAN BOEGH AND THE MEMBERS OF THE
PUBLIC SAFETY COMMITTEE

FROM: JOHN N. INCONTRO, CHIEF OF POLICE

BY: JOHN INCONTRO, CHIEF OF POLICE

DATE: MAY 21, 2018

SUBJECT: POLICE DEPARTMENT UPDATE REPORT

Al Boegh, Chair

Hunter Chang, Vice-Chair

Eugene Ramirez, Commission Member

Peter Loeffler, Commission Member

Gene Chuang, Commission Member

Jeff Boozell, Alternate

BACKGROUND

Each month the Police Department provides a brief update on crime, traffic issues and other items of interest to the public and to the Public Safety Committee.

DISCUSSION

The Department wants to encourage our community to participate in the Neighborhood Watch Program. That program consists of 22 Neighborhood Block groups led by 35 Captains. Meetings are held in each neighborhood based upon the need recognized by the Block Captains and the Department. If a group does not have a residence available or would like the meeting in another location the Department as the sponsor of Neighborhood Watch will plan the meeting at a City Facility. We are always looking for more participation as a member or as a Block Captain. Information is available by calling the Department at (626) 300-0720, or going online at <http://www.ci.san-marino.ca.us/309/Neighborhood-Watch>

Recruit Officer Tyler Roach, a former Cadet, has graduated from the Los Angeles County Sheriff's Department Training Academy last week, May 17, 2018. He will be assigned to patrol duties with a Field Training Officer. The Department currently has four personnel vacancies;

One Police Officer

One part time Dispatcher, and

Two Police Cadets

Two significant examples this past month illustrate the variety of incidents handled by the Department, but more importantly the level of service provided to the San Marino Community.

AGENDA ITEM NO.

Recovered Phone

On May 08, 2018 at approximately 1829 hours, Maria Esparza, from the Palm Springs area, came to the station, with her family, and stated her daughter's phone was stolen from the Cabazon Outlets on May 05, 2018 and that their "Find My iPhone" feature was indicating the stolen phone was at or near the nail salon in the 2900 block of Huntington Drive. Esparza requested an Officer accompany her to the nail salon in an attempt to recover her phone. Day shift Officers responded but were unsuccessful in locating the phone. Later, Esparza came back to the police station to ask for suggestions on how to get her phone back. Corporal Todd spoke to Esparza and her family. Corporal Todd asked Esparza to use the "Find My iPhone" app again and this time it indicated the phone was in or near 2500 block of Huntington Drive. Corporal Todd responded and the app pinpointed a specific business which was closed. Todd attempted to contact the owner of the business but did not have any success. Corporal Todd went back to the station and told Esparza he was unable to check inside the store and that he would contact the owner on the following day to see if the phone was there.

Esparza and her family left the station to go back home. Corporal Todd, feeling that the phone might be somewhere else, near that business, went back to the area to check. He found a trash can nearby the business, put on a pair of gloves and proceeded to empty the trash can. He did not find the phone. Corporal Todd then thought the phone might be somewhere in the center median. Corporal Todd started walking toward the center median to check. On his way there, Corporal Todd came across a FedEx drop box. Corporal Todd had the phone number to the stolen phone and called it. He heard buzzing coming from inside the FedEx box. He opened the door where FedEx packages are dropped but was unable to see inside. He called the number again and heard the buzzing again. He opened the door on top of the box, which is where the envelopes are kept, and saw the phone, all the way toward the back. Corporal Todd collected the phone and proceeded to contact Esparza, who was in Ontario by this time.

Esparza and her family returned to the station and retrieved the phone. Esparza and her family were very grateful, especially her daughter, since it was her phone.

We solve crimes and now handle wild animals

On May 08, 2018 at approximately 2154 hours, a resident living on the 2100 block of Courtland Avenue called the station to report that a bat or owl had flown into his house. Officer Golden responded and confirmed there was an owl in the bedroom. Officer Golden requested the Pasadena Humane Society to respond to capture the owl. Due to the delayed response of the Pasadena Humane Society, Officer Golden decided to take matters into her own hands, literally. Officer Golden donned two pairs of gloves and proceeded to sneak up to the owl, which was perched on the bedroom door. As Officer Golden attempted to grab the owl, it began to fly. Officer Golden was able to capture the owl by its legs. As Officer Golden held onto the owl, it continued to flap its wings. It then proceeded to bite Officer Golden's hands. Fortunately, the two sets of gloves prevented injury to her hands. Officer Golden ran down the flight of stairs and out the front door, where she released the owl, unharmed.

Crime Report

The statistical information below highlighted the crime reduction success the Department has had since the beginning of 2018. Part 1 Crimes which are serious felonies have seen a reduction of 32% or 44 less crimes. The most significant drop has been in the area of all burglaries, residential, commercial and attempts. Each of those categories have seen decreases from 32 less burglaries, 22 less residential burglaries, three less commercial burglaries. The reason for this decrease can be attributed to our burglary suppression details; continued attention by the community in reporting suspicious persons or vehicles and our officer initiated activity has increased over 50%. These figures are all as of May 17, 2018.

Crime Stats

| Part 1 Crimes | JANUARY | FEBRUARY | MARCH | APRIL | May 17, 2018 | 2018-YTD | -2017 YTD | % Change |
|----------------------|-----------|-----------|-----------|-----------|--------------|----------|-----------|----------|
| Homicide | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 100.00% |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 2 | - |
| Aggravated Assault | 1 | 2 | 1 | 3 | 0 | 7 | 10 | -30.00% |
| <i>Burglary</i> | 8 | 6 | 12 | 6 | 2 | 34 | 66 | -48.49% |
| <i>Residential</i> | 8 | 6 | 8 | 4 | 0 | 26 | 48 | -45.83% |
| <i>Commercial</i> | 0 | 0 | 0 | 2 | 2 | 4 | 7 | -42.86% |
| Attempt | 2 | 1 | 4 | 1 | 2 | 8 | 14 | -42.86% |
| Larceny | 16 | 12 | 5 | 10 | 4 | 43 | 56 | -23.21% |
| Auto Theft | 0 | 0 | 0 | 0 | 0 | 0 | 2 | - |
| Arson | 3 | 0 | 0 | 0 | 0 | 3 | 0 | 100.00% |
| Part 1 Crimes | 28 | 20 | 19 | 19 | 6 | 92 | 136 | -32.35% |

Traffic Report

Traffic enforcement is based upon three areas, traffic complaints from the community, observation of violations by officers and from traffic collision data. The Department maintains a list of traffic complaint locations and traffic collision data for traffic enforcement. The traffic data utilized for traffic enforcement is information of the top five locations for traffic collisions and the top five primary collision factors (PCF), or causes of the traffic collisions. That information is as follows;

| Locations | PCF |
|--|--|
| Huntington Drive/Virginia Road 4 Collisions | 22107 CVC-23 Unsafe Turn |
| Bedford Road/Huntington Drive 4 Collisions | 22350 CVC-18 Unsafe Speed |
| Huntington Drive/San Gabriel Avenue 3 Collisions | 21802(a) CVC-6 Fail to stop at stop sign |
| Huntington Drive/Oak Knoll Avenue 3 Collisions | 22106 CVC-5 Unsafe movement |
| Other locations less than three | 21453(a) CVC-4 Red light |

FISCAL IMPACT

None

RECOMMENDATION

If the City Council concurs with staff’s recommendation, an appropriate motion would be:

“I move to...